



Contract Holder

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.fss.gsa.gov>

**Schedule 899  
Environmental Services**

**Contract # GS-10F200BA**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

**Contract Period: July 25, 2014 – July 24, 2019**

**Professional Environmental Engineers, Inc.**

**500 S. Ewing Ave, Suite E**

**St. Louis, MO 63103**

**Phone: 314.531.0060**

**Fax: 314.531.0068**

**Website: [www.pe-engrs.com](http://www.pe-engrs.com)**

**Email: [fcade@pe-engrs.com](mailto:fcade@pe-engrs.com)**

**Contract Administration Source: Philippe Cade**

**Business Size: Small, Woman Owned Small Business**



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## **CUSTOMER INFORMATION:**

1a. **Table of Awarded Special Item Numbers (SIN):**

SIN 899-1	Environmental Consulting Services
SIN 899-5	Materials and Waste Recycling and Disposal Services
SIN 899-7	Geographic Information System (GIS) Services
SIN 899-8	Remediation and Reclamation Services

1b. **Lowest Price Item:**

<u>SIN</u>	<u>ITEM</u>	<u>RATE</u>
899-1, 5, 7, 8	Administrative Assistant I	\$36.45/hr

1c. **Hourly Rates:** See Below

2. **Maximum Order:** All SIN's: \$1,000,000.00

3. **Minimum Order:** \$100.00

4. **Geographic Coverage (delivery area):**

CONUS, Washington DC, AK, HI, PR

5. **Point(s) of Production (city, county, state):** N/A

6. **Discount From List Price or Statement of Net Price:**

Prices shown herein are NET Prices; Basic discounts have been deducted.

7. **Quantity/Volume Discount:** None

8. **Prompt Payment Terms:** Net 30 days

9a. **Government Purchase Card Acceptance Below Micro-purchase Threshold:** Yes

9b. **Government Purchase Card Acceptance Above Micro-purchase Threshold:** Yes

10. **Foreign Items (list by country of origin):** None

11a.-d. **Time of Delivery:** As specified on individual task orders.

12. **F.O.B. points(s):** N/A

13a. **Ordering Address(es):**

Professional Environmental Engineers, Inc.  
500 S. Ewing Ave., Suite E  
St. Louis, MO 63103

13b. **Ordering Procedures:**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.



14. **Payment Address(es):**  
Professional Environmental Engineers, Inc.  
500 S. Ewing Ave., Suite E  
St. Louis, MO 63103
15. **Warranty Provision:** Standard Commercial Warranty
16. **Export Packaging Charges (if applicable):** Not Applicable.
17. **Terms and Conditions of Government Purchase Card Acceptance:**  
The Government Purchase Card is accepted for purchases of any size. (No additional discounts offered on orders placed using credit card).
18. **Terms and conditions of rental, maintenance, and repair (if applicable):**  
Not Applicable.
19. **Terms and conditions of installation, (if applicable):** Not Applicable
20. **Terms and conditions of repair parts (if applicable):** Not Applicable.
- 20a. **Terms and conditions for any other services (if applicable):** Not Applicable
21. **List of service and distribution points (if applicable):** Not Applicable
22. **List of participating dealers (if applicable):** Not Applicable
23. **Preventive maintenance (if applicable):** Not Applicable
- 24a. **Special Environmental Attributes:** None
- 24b. **Section 508 Compliance:** Not Applicable
25. **DUNS Number:** 004146176
26. **Central Contractor Registration (CCR) Completed:** Yes



# Company Profile

Professional Environmental Engineers, Inc. (PE) is a full-service environmental engineering and consulting firm that specializes in providing cost-effective environmental solutions for both government and commercial clientele. PE's technical staff includes: engineers, geologists, scientists, chemists, biologists, hydro-geologists, project managers, technicians, graphic design specialists, CAD operators, health and safety specialists, technical writers, air-sampling professionals, radiation specialists, hazardous material managers, asbestos/ lead inspectors, and database administrators.

PE specializes in the following services:

A. Environmental Site Assessments	G. UST Monitoring, Removals, Soil Remediation and Closure
B. Neighborhood Brownfield Investigations; Economic Risk Assessments and Cleanup	H. Asbestos, Lead and Other Regulated Material Consulting, Abatement, and Disposal
C. Regulatory Liaison/Permitting	I. Characterization, Remediation and Closure
D. Environmental Regulation Compliance Management	J. Emergency and Rapid Response
E. Environmental Planning (Design and Specifications)	K. Environmental Demolition and Decontamination
F. Waste Characterization, Handling and Disposal	L. Document Control and Information Technology



# Description of Services

PE has extensive GSA experience in the provision of services under the following Special Item Numbers (SIN):

## **SIN 899 1 Environmental Consulting Services (NAICS 541620)**

Key aspects of the Environmental Consulting Services SIN category include: Environmental Site Assessments (ESAs) and Neighborhood Brownfield Investigations, Economic Risk Assessments / Cleanup. These tasks entail:

- Endangered Species and/or Wetlands Analysis
- Archeological/Cultural Resource Management Plans
- Environmental Program Management
- Environmental Regulation Development
- Economic, Technical and/or Risk Analysis
- Compliance Management • Contingency Planning
- Community Right-to-Know Act Reporting.
- Permitting

PE evaluates the environmental impact of proposed developments, the potential environmental business risks involved, the human health hazards, and potential costs to remedy those environmental concerns.

PE's personnel observe for risks beyond what is required by the ASTM ESA Standard, including consideration for Wetlands and Endangered Species, lead-based paint, asbestos, and other hazardous materials which do not readily dissipate.

PE understands the dictates of regulatory agencies and is thoroughly aware of procedures and policies in place for environmental issues. Because environmental matters are highly regulated, a myriad of agencies and community departments participate in the evaluation, monitoring, and documentation of environmental concerns. PE has developed professional relationships with the Department of Health, the EPA, and other government officials and can navigate all the necessary requirements of every environmental concern. PE also has substantial community relations experience and appreciates the sensitive nature of environmental work with the regulatory agencies, with the client and his colleagues, and with the concerns of the general public.

## **SIN 899-5 Materials and Waste Recycling and Disposal Services (NAICS 562920)**

Services in this GSA category include:

- Waste Characterization, Handling & Disposal
- Asbestos, Lead and Other Regulated Materials – Consulting, Abatement & Disposal



- Environmental Document Control and Associated Information Technology
- Feasibility or Risk Analysis
- RCRA/CERCLA Site Investigation
- Hazard and/or Non-hazard Exposure Assessments
- Review and Recommendation of Waste Tracking or Handling Systems

For disposal and recycling operations, PE develops a waste management plan that includes a tracking system, hazard and exposure assessment, and health & safety plans for handling, storage, packaging and transportation. PE will collect, transport, dispose/recycle all household and commercial hazardous waste located within structures to be demolished.

PE specializes in data management and document control systems. Databases developed by PE include safety training databases, environmental reporting databases, document management databases, and project cost tracking databases. PE continues to develop, implement, and maintain databases for the USACE and other major contractors.

### **SIN 899-7 Geographic Information Systems Services**

Geographic Information Systems (GIS) Services involves the provision of GIS services in support of environmental programs/projects. These services may include, but are not limited to:

- Environmental regulatory compliance;
- Groundwater monitoring;
- Image analysis support for emergency response;
- Mapping, Cartography

PE offers custom GIS mapping services to local governments, public utilities, federal agencies, and commercial companies to handle their specific geographic projects and challenges. PE can provide interactive maps with downloadable data layers to assist a wide range of data users with their data needs.

### **SIN 899-8 Remediation Services (NAICS 562910)**

Services in this GSA category include:

- Excavate, Remove, Manifest, Transport, Store, Treat and Dispose of Hazardous Waste
- Long-term Monitoring, Operation, Containment, Reduction of Hazardous Waste Sites
- Preparation, Characterization and Field Investigation, Conservation and Closure of Sites
- UST/AST Removal, Air Monitoring, Soil Extraction, Bio-Venting, and Containment

PE has extensive experience with site investigation field services. Field sampling may include surface and subsurface soil, sediments, surface water, groundwater, and air. Our services include permitting, investigation-derived waste disposal, and site cleanup. A keen understanding of subsurface geologic and hydrogeological conditions, as well as contaminant fate and transport mechanisms, is required to make appropriate conclusions regarding site contamination. PE interprets site data and presents the data and conclusion in understandable terms.



Following a release, the site owner is required to delineate contamination. PE understands the technical aspects of the collected environmental site data, the implications of applicable regulations, and the regulatory process itself. PE has a long history of negotiating with regulators to arrive at a fair and reasonable solution for our clients.





# Labor Category Descriptions

## **ADMINISTRATIVE ASSISTANT I**

Maintains files, schedules appointments, produces correspondence and other administrative/clerical duties as assigned. Performs a variety of tasks under direct supervision.

Minimum Education: Associates Degree - Minimum Experience: 2 Years

## **ADMINISTRATIVE ASSISTANT II**

Supplies information, maintains files, schedules appointments, and produces correspondence and other administrative/clerical duties as assigned. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Reports to a supervisor.

Minimum Education: Associates Degree - Minimum Experience: 5 Years

## **BIOLOGIST I**

Studies the biological principles and effects of varying environmental and physical conditions. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree - Minimum Experience 1 Year

## **BIOLOGIST II**

Studies the biological principles and effects of varying environmental and physical conditions. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree - Minimum Experience: 5 Years

## **BIOLOGIST III**

Studies the biological principles and effects of varying environmental and physical conditions. Familiar with a variety of the field's concepts, practices and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree - Minimum Experience 10 Years

## **CADD OPERATOR**

Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards. Has knowledge of commonly used concepts, practices, and procedures within a particular



field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education: Associates Degree - Minimum Experience: 1 Year

#### **CADD OPERATOR SR.**

Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawings and designs to ensure adherence to established specifications and standards. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May direct and lead the work of others. Typically reports to a manager or head of a unit/department. A wide degree of creativity and latitude is expected.

Minimum Education: Associates Degree - Minimum Experience: 5 Years

#### **CERTIFIED HEALTH PHYSICIST**

Analyzes results of experiments designed to detect and measure previously physical phenomena. Assists in developing standards of permissible concentrations of radioisotopes in liquids and gases. Conducts instrumental analyses to determine physical properties of materials. Conducts research pertaining to potential environmental impact of proposed atomic energy related industrial development to determine qualifications for licensing. Consults other scientist regarding innovations to ensure equipment or plant design conforms to health physics standards for protection of personnel. Describes and expresses observations and conclusions in mathematical terms,. Directs testing and monitoring of contamination of radioactive equipment and recording of personnel and plant area radiation exposure data. Requires Certification by the American Board of Health Physics.

Minimum Education: Bachelor's Degree. - Minimum Experience: 5 Years

#### **CERTIFIED INDUSTRIAL HYGIENIST**

Develop, implement and oversee all safety and health related aspects of work. Certified by the American Board of Industrial Hygiene. (ABIH) as an Industrial Hygienist. Experience in air monitoring techniques, and in development of respiratory protection and personal protective equipment programs for working in potentially toxic atmospheres and confined spaces.

Minimum Education: Master's Degree – Minimum Experience: 5 Years.

#### **DATABASE ADMINISTRATOR**

Develops, implements, administers, and maintains policies and procedures for ensuring the security and integrity of the company database. Implements data models, database designs, data access and table maintenance codes. Resolves database performance and capacity issues, and replication and other distributed data issues. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education: Bachelor's Degree - Minimum Experience: 1 Year

#### **ENGINEER I**

Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and



water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree - Minimum Experience: 1 Year

### **ENGINEER II**

Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree - Minimum Experience: 5 Years

### **ENGINEER III**

Identifies, assesses and resolves problems concerning the environment. May also design, install, operate and maintain measuring apparatus to determine the level of pollutants involving air, land, and water. Performs experiments and reports findings on environmental consequences of equipment, tools, and procedures. Ensures the organization's conformance to federal, state, and local environmental legislation. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree - Minimum Experience: 10 Years

### **ENGINEERING TECHNICIAN I**

Conducts analysis of soil, groundwater, or atmospheric samples to determine if pollutants are present and implements appropriate corrective action if necessary. Performs environmental compliance audits and risk assessments. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Performs a variety of tasks. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor.

Minimum Education: High School Diploma - Minimum Experience: 1 Year

### **ENGINEERING TECHNICIAN II**

Conducts analysis of soil, groundwater, or atmospheric samples to determine if pollutants are present and implements appropriate corrective action if necessary. Performs environmental compliance audits and risk assessments. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: High School Diploma - Minimum Experience: 5 Years



### **ENGINEERING TECHNICIAN III**

Conducts analysis of soil, groundwater, or atmospheric samples to determine if pollutants are present and implements appropriate corrective action if necessary. Performs environmental compliance audits and risk assessments. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a supervisor or manager.

Minimum Education: High School Diploma      - Minimum Experience: 10 Years

### **ENVIRONMENTAL SCIENTIST I**

Collects, identifies and analyzes data from samples of air, soil, water and other materials to assess sources of pollution, determine their effects, and establish standards. Analyzes samples, surveys and other information to identify threats to the environment. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision.

Minimum Education: Bachelor's Degree      - Minimum Experience: 1 Years

### **ENVIRONMENTAL SCIENTIST II**

Collects, identifies and analyzes data from samples of air, soil, water and other materials to assess sources of pollution, determine their effects, and establish standards. Analyzes samples, surveys and other information to identify threats to the environment. Determines data collection methods to be employed in research projects and surveys. Assists in technical reports and presentations that explain their research and findings. Plans and develops Recommends research models using knowledge of mathematical and statistical concepts. Prepares graphs or charts from data samples and advises enforcement personnel on proper standards and regulations including environmental hazards and health risks. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision.

Minimum Education: Bachelor's Degree      - Minimum Experience: 5 Years

### **ENVIRONMENTAL SCIENTIST III**

Collects, identifies and analyzes data from samples of air, soil, water and other materials to assess sources of pollution, determine their effects, and establish standards. Analyzes samples, surveys and other information to identify threats to the environment. Determines data collection methods to be employed in research projects and surveys. Prepares technical reports and presentations that explain their research and findings. Plans and develops research models using knowledge of mathematical and statistical concepts. Prepares graphs or charts from data samples and advises enforcement personnel on proper standards and regulations including environmental hazards and health risks. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A wide degree of creativity and latitude is expected. May report to an executive or a manager.

Minimum Education: Bachelor's Degree      - Minimum Experience: 10 Years



### **ESTIMATOR**

Forecasts project costs. Gathers details and compiles data to estimate all production costs according to specifications. Considers raw materials, labor, equipment, tools, labor and transportation for estimations. Helps determine necessary resources for projects based on cost estimates and budgetary constraints. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's Degree

- Minimum Experience: 5 Years

### **GEOLOGIST I**

Researches the formation, dissolution, and content of rock layers. Researches the effects of internal pressures, heat, water, pollution, and erosion. Studies variations in rock formations and densities to identify new mineral deposits. Estimates depth, quality and vastness of deposits. Tests mineral quality and purity to determine feasibility of mining. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree

- Minimum Experience: 1 Year

### **GEOLOGIST II**

Researches the formation, dissolution, and content of rock layers. Researches the effects of internal pressures, heat, water, pollution, and erosion. Studies variations in rock formations and densities to identify new mineral deposits. Estimates depth, quality and vastness of deposits. Tests mineral quality and purity to determine feasibility of mining. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Minimum Education: Bachelor's Degree

- Minimum Experience: 5 Years

### **GEOLOGIST III**

Researches the formation, dissolution, and content of rock layers. Researches the effects of internal pressures, heat, water, pollution, and erosion. Studies variations in rock formations and densities to identify new mineral deposits. Estimates depth, quality and vastness of deposits. Tests mineral quality and purity to determine feasibility of mining. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Typically reports to a supervisor or manager. A wide degree of creativity and latitude is expected.

Minimum Education: Bachelor's Degree

- Minimum Experience: 10 Years

### **GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIALIST**

Utilizes Geographic Information System techniques to provide a better understanding of certain variables in a given geographic location. Extracts data from GIS software and uses varying analysis methods to arrive at results. Recommends appropriate reactionary strategies in response to GIS analysis. Provides maps and data sets to clients to supplement analysis. Knowledgeable of GIS software and technology. Works in conjunction with CADD drafters and technicians. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment



to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree

- Minimum Experience: 5 Years

#### **HAZARDOUS WASTE SPECIALIST**

Collects, identifies and analyzes data to assess sources of pollution, determine their effects, and establish standards. Determines data collection methods to be employed in research projects and surveys. Plans and develops research models using knowledge of mathematical and statistical concepts. Prepares graphs or charts from data samples and advises enforcement personnel on proper standards and regulations.

Minimum Education: Bachelor's Degree

- Minimum Experience: 3 Years

#### **HEALTH AND SAFETY OFFICER I**

Responsible for identifying hazardous workplace conditions. Takes samples and measurements of hazardous materials, and coordinates the removal of physical, biological and chemical hazards. Trains employees on safety, company policies and procedures, and regulations pertaining to employee safety. Ensures compliance with all applicable federal and state health and safety regulations and ensures necessary records are maintained and prepared according to established guidelines. Participates in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor.

Minimum Education: Bachelor's Degree

- Minimum Experience: 1 Year

#### **HEALTH AND SAFETY OFFICER II**

Responsible for identifying hazardous workplace conditions. Takes samples and measurements of hazardous materials, and coordinates the removal of physical, biological and chemical hazards. Trains employees on safety policies, procedures and regulations. Ensures compliance with all applicable federal and state health and safety regulations and ensures necessary records are maintained and prepared according to established guidelines. Participates in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. May lead and direct the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager

Minimum Education: Bachelor's Degree

- Minimum Experience: 5 Years

#### **HEALTH AND SAFETY OFFICER III**

Responsible for identifying hazardous workplace conditions. Takes samples and measurements of hazardous materials, and coordinates the removal of physical, biological and chemical hazards. Trains employees on safety policies, procedures and regulations. Ensures compliance with all applicable federal and state health and safety regulations and ensures necessary records are maintained and prepared according to established guidelines. Participates in Occupational Safety and Health Administration (OSHA) inspections, providing inspectors with appropriate documents and identifying safety measures. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience



and judgment to plan and accomplish goals. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree

- Minimum Experience: 10 Years

### **PROCUREMENT SPECIALIST**

Creates purchase orders for the acquisition of materials. Researches, interviews, and negotiates with suppliers to obtain prices and specifications. Provides routine administrative support. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree

- Minimum Experience: 5 Years

### **PROGRAM MANAGER**

Coordinates and monitors the scheduling, pricing, and technical performance of operational programs, including finance, engineering, materials, quality assurance/control, health and safety, human resources and/or information systems. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks. Typically reports to a unit/department head.

Minimum Education: Master's Degree

- Minimum Experience: 7 years

### **PROJECT MANAGER**

Responsible for the coordination and completion of projects. Oversees all daily aspects of projects and all federal, state and local laws and regulations. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of project. Maintains close communication and coordination with the client for the duration of the project, including monthly progress and detailed cost reporting. Prepares reports for upper management regarding status of project. Familiar with a variety of the field's concepts, practices, and procedures. Leads and directs the work of others. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree

- Minimum Experience: 2 Years

### **QUALITY CONTROL SUPERVISOR**

Oversees inspection and testing of materials, parts, and products to ensure adherence to established standards of strength, quality, and endurance. Also responsible for operating mechanical and electrical test equipment to check apparatus for conformance to standard requirements. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. A wide degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Minimum Education: Bachelor's Degree

- Minimum Experience: 2 Years





### **REGULATORY SPECIALIST**

Coordinate, review and approve procedures for all manifests. Training and current certification under 49 CFR 172, Subpart H. Sixteen hours training on the requirement of 40 CFR 262-Standards Applicable to Generators of Hazardous Waste, Eight (8) hours training on Land Disposal Restrictions (LDR) requirement of 40 CFR 269. The capability to identify all required permits.

Minimum Education: Bachelor's Degree

- Minimum Experience: 2 Years

### **RISK ASSESSOR**

Responsible for the evaluation of risk as related to all pathways for soils. Groundwater, air surface waters, sediments for both human and ecological receptors, ensure that all risk assessment goals of the task order for human health and ecological are attained. Working knowledge of Federal and State Regulations and Guidance dealing with risk assessments.

Minimum Education: Bachelor's Degree

- Minimum Experience 3 Years

### **SENIOR CONTRACTS MANAGER**

Prepares proposals, negotiates contracts, and administers commercial and government contracts in accordance with company policies and legal requirements. Manages contract administration staff and provides guidance on complex contracts. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A wide degree of creativity and latitude is expected. Typically reports to top management.

Minimum Education: Bachelor's Degree

- Minimum Experience: 5 Years

### **SITE SUPERINTENDENT**

Confers with supervisors, contractors and other personnel to exchange information and resolve problems. Explains and demonstrates work tasks to new workers or assigns workers to experienced workers for further training. Interprets safety regulations and company policies and procedures for workers. Maintains or verifies time, transportation, financial inventory and personnel records. Prepares, compiles and submits reports on work activities, operations, production and work related accidents. Recommends and implements measures to improve worker motivation, equipment performance and work methods. Recommends personnel actions, such as hiring, firing and performance evaluations. Repairs or schedules repair and preventive maintenance of vehicles and other equipment. Prepares requisitions of needed personnel, supplies, equipment, parts or repair services. Resolves worker problems or assist workers in solving problems.

Minimum Education: High School Diploma

- Minimum Experience: 7 Years.

### **SPECIFICATION WRITER**

Writes descriptions of processes and processing operations. Works with engineers, operations personnel, manuals, and other materials to develop specifications. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Minimum Education: Bachelor's Degree

- Minimum Experience: 2 Years





#### **TECHNICAL EDITOR**

Edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation and maintenance for machinery and other equipment. Receives assignment from supervisor. Reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance and service of equipment. Organizes material and completes assignment according to set standards regarding order, clarity, conciseness, style and terminology. Reviews published materials and recommend revisions or changes in scope, format, content and methods of reproduction and binding. May maintain records and files of work and revisions. May select photographs, drawings, sketches, diagrams, and charts to illustrate material. May assist in laying out material for publication. May arrange for typing, duplication and distribution of material.

Minimum Education: Bachelor's Degree

-Minimum Experience: 3 Years.



# Price List

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)	Price Offered to GSA (including IFF)
899-1,899-5, 899-7, 899-8	Administrative Assistant I ***	Associates	2	\$ 36.45
899-1,899-5, 899-7, 899-8	Administrative Assistant II ***	Associates	5	\$ 42.32
899-1,899-5, 899-8	Biologist I	Bachelors	1	\$ 52.39
899-1,899-5, 899-8	Biologist II	Bachelors	5	\$ 68.51
899-1,899-5, 899-8	Biologist III	Bachelors	10	\$ 78.99
899-1,899-5, 899-7, 899-8	CADD Operator ***	Associates	1	\$ 44.89
899-1,899-5, 899-7, 899-8	CADD Operator Sr. ***	Associates	5	\$ 56.98
899-1,899-5, 899-8	Certified Health Physicist	Bachelors	5	\$ 95.21
899-1,899-5, 899-8	Certified Industrial Hygienist	Masters	5	\$ 97.93
899-1,899-5, 899-8	Database Administrator	Bachelors	1	\$ 58.73
899-1,899-5, 899-8	Engineer I	Bachelors	1	\$ 69.82
899-1,899-5, 899-8	Engineer II	Bachelors	5	\$ 84.62
899-1,899-5, 899-8	Engineer III	Bachelors	10	\$ 102.47
899-1,899-5, 899-8	Engineering Technician I ***	High School	1	\$ 44.98
899-1,899-5, 899-8	Engineering Technician II ***	High School	5	\$ 52.26
899-1,899-5, 899-8	Engineering Technician III ***	High School	10	\$ 64.13



SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)	Price Offered to GSA (including IFF)
899-1,899-5, 899-7, 899-8	Environmental Scientist I	Bachelors	1	\$ 49.97
899-1,899-5, 899-7, 899-8	Environmental Scientist II	Bachelors	5	\$ 63.20
899-1,899-5, 899-7, 899-8	Environmental Scientist III	Bachelors	10	\$ 87.14
899-1,899-5, 899-8	Estimator	Bachelors	5	\$ 76.17
899-1,899-5, 899-8	Geologist I	Bachelors	1	\$ 64.81
899-1,899-5, 899-8	Geologist II	Bachelors	5	\$ 71.82
899-1,899-5, 899-8	Geologist III	Bachelors	10	\$ 93.40
899-1,899-5, 899-7, 899-8	GIS Specialist	Bachelors	5	\$ 70.00
899-1,899-5, 899-8	Hazardous Waste Specialist	Bachelors	3	\$ 81.11
899-1,899-5, 899-8	Health and Safety Officer I	Bachelors	1	\$ 72.80
899-1,899-5, 899-8	Health and Safety Officer II	Bachelors	5	\$ 81.36
899-1,899-5, 899-8	Health and Safety Officer III	Bachelors	10	\$ 89.92
899-1,899-5, 899-8	Procurement Specialist	Bachelors	5	\$ 64.23
899-1,899-5, 899-8	Program Manager	Masters	7	\$ 128.26
899-1,899-5, 899-8	Project Manager	Bachelors	2	\$ 49.97
899-1,899-5, 899-8	Quality Control Supervisor	Bachelors	2	\$ 68.77
899-1,899-5, 899-8	Regulatory Specialist	Bachelors	2	\$ 69.27
899-1,899-5, 899-8	Risk Assessor	Bachelors	3	\$ 97.48



SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)	Price Offered to GSA (including IFF)
899-1,899-5, 899-8	Senior Contracts Manager	Bachelors	5	\$ 94.51
899-1,899-5, 899-8	Site Superintendent	High School	7	\$ 64.13
899-1,899-5, 899-8	Specification Writer ***	Bachelors	2	\$ 76.57
899-1,899-5, 899-8	Technical Editor ***	Bachelors	3	\$ 51.69

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*\*) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category / Service ***	SCA Equivalent Code & Title	Applicable Wage Determination
Administrative Assistant I	01020 - Administrative Assistant	2005-2309
Administrative Assistant II	01020 - Administrative Assistant	2005-2309
CADD Operator	30061 - Drafter / CAD Operator I	2005-2309
CADD Operator Sr.	30062 - Drafter / CAD Operator II	2005-2309
Engineering Technician I	30081 - Engineering Technician I	2005-2309
Engineering Technician II	30082 - Engineering Technician II	2005-2309
Engineering Technician III	30083 - Engineering Technician III	2005-2309
Specification Writer	30463 - Technical Writer III	2005-2309
Technical Editor	30461 - Technical Writer I	2005-2309